

VFC Tip Sheet: LHD Documents to Submit Guide

VFC has two levels for data submission: LHDs to MDCH, and VFC Private Providers to LHDs. This tip sheet outlines, by levels, which documents are needed and submission guidelines. These are considered the minimal reporting requirements. LHDs may choose to collect monthly if desired.

LHDs to MDCH

LHDs currently using:	Submit with your vaccine order	Submission frequency
No VIM or Old VIM	1. Doses Administered Report 2. Biologic Inventory 3. Temperature/Calibration logs including satellites	LHDs should continue to submit vaccines orders and supporting documentation on the first of the month in July, August and September 2008. As of October, 2008, LHDs should submit their vaccine orders and supporting documentation to MDCH based on their assigned tiered ordering frequency (monthly, bi-monthly, or quarterly) Do not send documents unless placing an order. To allow for current inventory comparison, these supporting documents should be generated within 7 days of order .
New VIM	1. Doses Administered Report 2. Ending Inventory Report (Clinic and Depot) 3. Temperature/Calibration logs including satellites	

Info for LHDs going live on the NEW VIM mid-month:

LHDs transferring to new VIM mid-month must run an old Biologic Report and Doses Administered Report for the time **prior** to the transfer. Once on the new VIM, the LHD will then run an Ending Inventory Report and Doses Administered Report for the remainder of the month, accounting for the total month on the old and new systems. An entire month's temperature log from each LHD site (including satellites) must be submitted.

VFC PRIVATE PROVIDERS TO LHDs

VFC providers currently using:	Submit with your vaccine order	Submission frequency
No VIM or Old VIM	1. Doses Administered Report 2. Biologic Inventory Report 3. Temperature logs	These reports along with the vaccine order should be submitted to the LHD based on their current ordering schedule
New VIM	1. Doses Administered Report 2. Ending Inventory Report 3. Temperature Logs	To allow for current inventory comparison, these reports should be generated within 7 days of order, and sent with the vaccine order to the LHD based on their tiered ordering schedule (monthly, bi-monthly, or quarterly).

LHDs are responsible for collecting all supporting documents at the time a VFC private provider places an order, to review the documents and to approve the order. This must be done before any order is filled at the local depot or sent to MDCH for processing. LHDs **do not** need to submit the VFC private provider's supporting documents to MDCH.